

**WEST VIRGINIA
SECRETARY OF STATE
JOE MANCHIN, III
ADMINISTRATIVE LAW DIVISION**

Form #5

Do Not Mark In This Box

FILED

2004 DEC -6 P 4: 35

OFFICE WEST VIRGINIA
SECRETARY OF STATE

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Council for Community & Technical College Education TITLE NUMBER: 135

CITE AUTHORITY: Procedural

RULE TYPE: PROCEDURAL X INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____

CITE STATUTE(s) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES _____ NO X

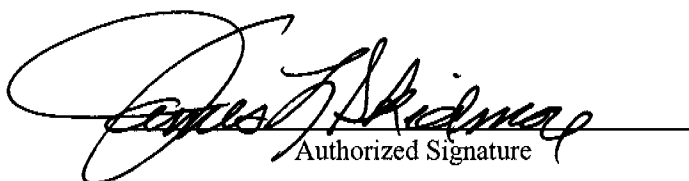
IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: Series 26

TITLE OF RULE BEING PROPOSED: Council Organization and Meetings

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS January 10, 2005


Authorized Signature

TITLE 135

FILED

**PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL
COLLEGE EDUCATION**

2004 DEC -6 P 4: 35

SERIES 26

OFFICE WEST VIRGINIA
SECRETARY OF STATE

COUNCIL ORGANIZATION AND MEETINGS

1. GENERAL

- 1.1 Scope This procedural rule establishes the organization of the West Virginia Council for Community and Technical College Education and conduct of its meetings.
- 1.2 Authority W Va. Code §18B-1-6
- 1.3 Filing Date December 6, 2004
- 1.4 Effective Date January 10, 2005

2. ORGANIZATION

- 2.1 The officers of the Council shall be chair, vice chair and secretary. Officers shall be elected in June for a two-year term commencing on July 1 and ending on June 30. Officers may not serve more than two consecutive terms in the same office.
- 2.2 The Council will normally operate as a Committee of the Whole, but three standing committees will be established to address specific issues as needed. The three standing committees are: Executive Committee, Finance Committee and Academic Committee.
 - 2.2.1 The Executive Committee shall consist of officers of the Council and the Council's immediate past chair.
 - 2.2.2 The Finance and Academic Committees shall consist of Council members with chairs appointed by the Chair of the Council.
- 2.3 Members may be appointed by the Chair to special or ad hoc committees. In addition to Council members, Council staff and institutional presidents may be appointed as members of ad hoc committees.
- 2.4 All committees shall review and make recommendations to the Council on matters assigned by the Chair or the Executive Committee.
- 2.5 All committee meetings shall be open to the public.

3. MEETINGS OF THE COUNCIL

- 3.1 Meetings will be scheduled a minimum of eight (8) times per year. Special meetings may be convened by the Chair or upon the petition of a majority of the members.
- 3.2 Members may participate in Council and committee meetings by telephonic or other electronic means which permit voice or video identification of the member.
- 3.3 A quorum equal to more than one-half of the votes eligible to be cast is required to conduct business on matters requiring a vote of the Council. Members are prohibited to cast an absentee vote.
- 3.4 Meetings will be noticed in accordance with the provisions of the Open Governmental Meetings Act. This includes notice of regularly scheduled meetings being filed with the Secretary of State for filing in the State Register at least five days prior to the date of the meeting.
- 3.5 The agenda for each regularly scheduled meeting will be made available to the presidents of each institution and to Chairs of the statewide advisory councils of faculty, students, and classified employees at least three working days before the meeting. Agendas shall be posted on the Council's web site.
- 3.6 The notice provisions of this section shall not apply in the event of an emergency meeting requiring immediate official action. Notice of an emergency meeting may be filed at any time prior to the emergency meeting and shall include the date, time, place and purpose of the meeting and the facts and circumstances of the emergency.
- 3.7 All meetings of the Council and committees shall be open to the public, except the Council or a committee may vote to hold an executive session during its meeting for any of the reasons authorized under W.Va. Code § 6-9A-4. A motion to hold an executive session must identify the authorization in W.Va. Code § 6-9A-4 for the executive session and be approved by a majority of the members present. Any formal action of the Council must be taken in open meeting.
- 3.8 At the discretion of the Chair, members of the Council's staff, institutional presidents and administrative staff, faculty members, classified employees and members of the public may be recognized to address the Council or a committee during its meeting.
- 3.9 Meetings will be conducted according to Robert's Rules of Order subject to the suspension of any rule by a majority vote of the Council or committee.
- 3.10 The Council may cause the removal from a meeting of any member of the public who is disrupting the meeting to the extent that orderly conduct of the meeting is compromised.
- 3.11 Annually between the months of October and December, the chair will provide time on the agenda of the Council to meet with the statewide advisory councils of faculty, students and classified employees to address the Council on matters of concern to the respective advisory council.

SUMMARY

Title 135 Procedural Rule West Virginia Council for Community and Technical College Education

Series 26 Council Organization and Meetings

This procedural rule establishes the organization of the West Virginia Council for Community and Technical College Education and conduct of its meetings.



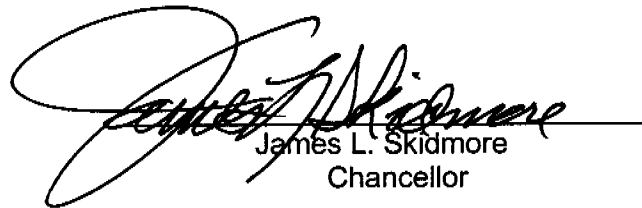
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Nelson B. Robinson Jr., Chair • James L. Skidmore, Chancellor

**Title 135
Series 26**

Council Organization and Meetings

The established comment period for this proposed procedural rule began on October 22, 2004 and ended November 22, 2004. Interested groups were notified and no comments were received.

A handwritten signature in black ink, which appears to read "James L. Skidmore". The signature is written over a horizontal line.

James L. Skidmore
Chancellor

Brenda Smith

From: Brenda Smith
Sent: Monday, October 25, 2004 4:56 PM
To: Advisory Committee Chairs; Presidents (2-Year)
Subject: Proposed Rules and Revisions to Rules

Presidents and Advisory Committee Chairs,

The WV Council for Community and Technical College Education has filed the following rules for a thirty-day comment period.

Joint Rule with Higher Education Policy Commission on Higher Education Finance – Comment period ends on 11/19/04.

Joint Rule with Higher Education Policy Commission on Purchasing – Comment period ends on 11/19/04.

Council Organization and Meetings – Comment period ends on 11/22/04

Standards for Degree Designations and General Education Requirements for Community and Technical College Degrees-
Comment period ends on 11/22/04.

Written comments will be accepted until 5:00 p.m. on the day indicated and need to be sent to James L. Skidmore, 1018 Kanawha Boulevard East, Suite 700, Charleston, WV 25301.

Please advise if you need a copy of any of the rules.

Brenda

Brenda Smith
Associate Director for Administration and Finance
WV Council for Community and Technical College Education
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